

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

South Region  
104 South Turnpike Road  
Wallingford, CT 06492

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**OPEN TO:** Agency Employees  
**POSITION:** Developmental Services Case Manager  
**POSITION #:** 022779  
**LOCATION:** Individual and Family Support, Norwich  
**SCHEDULE:** First Shift, Full-Time, Flex, Monday-Friday 8:30 a.m.-4:30 p.m.  
**POSTING DATE:** May 20, 2011  
**CLOSING DATE:** May 31, 2011

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Developmental Services Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer.

**EXAMPLES OF DUTIES:** Duties consistent with Developmental Services Case Manager Job Specification. This position will provide case management to a case load of 60-85 individuals. The case load is a mixed case load containing both waived and non-waived individuals. The individuals reside in their family home or independently. The case manager is accountable for performing a full range of tasks in providing case management services to ensure the delivery of appropriate medical, educational/vocational, social and other services. The case manager will ensure that all CMS (Center of Medicaid and Medicare Services) requirements and quality assurance activities are completed as required. The case manager is responsible for completing needs assessments and referrals for services/supports as indicated.

**EXPERIENCE & TRAINING**

**General Experience:**

Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:**

Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
2. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience.
3. A Master's degree in Social Work may be substituted for the General and Special Experience.
4. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience.
5. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience.
6. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

**Preferred Qualifications:**

Ability to complete the Individual Plan (IP) forms, lead teams effectively to assure individuals' health and safety. Understanding of social practices, knowledge of developmental disabilities and treatment, oral and written communication skills, ability to translate clinical findings and recommendations into program activities and develop realistic program objective, are a few of the many qualifications necessary.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**TO APPLY:** Please submit a CT-HR-12 employment application which can be located at <http://das.ct.gov/employment>. Please reference the position number and provide a copy of your two (2) most recent performance appraisals or two letters of reference. All application materials must be received by 11:59pm on the closing date provided above.

**SEND APPLICATIONS TO:**

Department of Developmental Services—South Region  
104 South Turnpike Road  
Wallingford, CT 06492  
Attn: Recruiter  
Phone: (203) 294-5104  
Fax: (203) 294-5160

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.